

	<p align="center">Athletic Fields Allocation Policy Tournaments</p>	<p align="right">Effective: 01/01/2019 Updated: 10/09/2018</p>
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The purpose of this policy is to outline the procedures by which athletic fields may be reserved for tournaments. The services provided to the tournament director and the obligations of those tournament directors that receive services from the City of Avondale are described within these tournament policies.

1. GENERAL POLICY

- A. **APPLICATION PROCESS** - All information requested on the application form must be filled out completely and be submitted a minimum of 60 days prior to the date requested. Application forms may be emailed to slafortune@avondale.org or hand-delivered/mailed to 11465 W. Civic Center Dr. Avondale AZ 8532. Requests can also be faxed to 623-333-0240. Tournament requests are based on a first come, first served policy. Tournaments may be booked up to one year in advance from tournament date. Once the tournament allocation is approved, a facility contract will be issued to the organization and the deposit will be due at that time. The city reserves the right to change or cancel any reservation. City of Avondale provides adult softball leagues on Sunday evenings. All tournaments scheduled on Sundays must be completed by 2:00 PM to allow time for the facility to prepare for league play. There cannot be any changes made to the rental 5 days prior to the tournament.
- B. **REVIEW AND NOTIFICATION** – All applications that are in good standing will be reviewed by the Parks and Recreation Department. Requests will be granted based on the priority ranking of the requestor, past usage history, previous cancellations by the requesting organization, the date and time the application is submitted and the ability of the Parks and Recreation Department to accommodate the request. All applicants will be notified within three (3) weeks of the date of submittal as to the status of their application. Once an application is approved and the applicant is notified, the applicant has 72 hours to pay the tournament deposit and return a signed contract.
- C. **CARE OF FACILITIES AND BEHAVIOR** - Holders of a facility contract are required to leave the facilities and fields in the same condition in which they are found. Organizations are responsible for inspecting field prior to use, cleaning and maintaining the field and spectator areas assigned to them by picking up trash after each use. All park rules and policies must be complied with in order to remain in good standing and continue to use City of Avondale athletic fields. All applicants under this policy shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Avondale Risk Management office.
- D. **FIELD PREPARATION** – The rental fee includes a one-time field preparation that includes dragging and lining of infields for baseball and softball and boundary lines for standard full size soccer and football. Field preparation requests should be included in the rental application and submitted no later than 14 days prior to the rental. For softball or baseball tournaments, there is also a courtesy field lining for the championship game. Tournament Directors are not permitted to line

the fields on their own. Other sports and additional requests require park staff approval and may have additional fees.

- E. INSURANCE - Organizations must provide a certificate of insurance in the amount of a \$1 million liability naming the City of Avondale as additionally insured. Updated insurance will be required for each tournament and must be provided 14 days prior to rental.
- F. Tournament Allocator Responsibilities - Organizations must abide by all park rules. If park rules are not abided by, tournament allocations may be canceled, put on probation or banned by the City of Avondale. Users of City of Avondale facilities hold harmless the City of Avondale, Maricopa County, its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the above mentioned individual(s) arising out of, or in any way connected with the participation of facility usage.
- G. ALCOHOL POLICY - Alcohol permits are mandatory for all adult tournaments. The director will be required to pay an additional \$50 alcohol permit fee. Waiving alcohol permits will be at the discretion of the City of Avondale. Organizations must abide by all alcohol restrictions. Alcohol is not allowed at youth tournaments.
- H. VENDORS – Organizations are responsible for all vendors who have been scheduled by the tournament allocator. A \$100 fee per vendor and a list of all vendors is due with the tournament allocation payment 14 days prior to the start of the tournament. It is the organization's responsibility to make sure all vendors are licensed and registered with the City of Avondale Tax Code and Licensing Department. Vendors must come in person to obtain a City of Avondale business license. The vendor must have a permit to operate within Maricopa County. They must also provide a certificate of insurance naming City of Avondale as additionally insured. THE DIRECTOR OF THE TOURNAMENT IS RESPONSIBLE FOR COMMUNICATION WITH THE VENDOR.
- I. PAYMENT/BILLING – Deposits are due after fields have been secured and the contract has been signed. Deposits are non-refundable and will be applied to the tournament fee. Tournament fees are due 14 days from the start of the tournament. The tournament fee due date will be specified in your tournament contract. If the City cancels a tournament due to weather or field conditions, deposits and full tournament fees will be refunded or a credit will be applied to tournament director's account for future use. If the tournament is canceled 14 days or less prior to the rental date, 50% of the total tournament fee will have to be paid.
- J. APPEAL PROCESS – If an organization is deemed not in good standing with the City and given limitations to tournament field use, they have the right to appeal the decision to the Parks and Recreation Advisory Board. This must be done in writing no later than two weeks after being contacted by staff and informed. The appeal will be submitted to the department and heard by the Advisory Board at the next available scheduled meeting. Board meetings occur on the second Wednesday of each month. All groups affected by the appeal will be notified and given an opportunity to make a presentation to the Advisory Board. Future rentals will be on hold until the Advisory Board has ruled on the appeal.

Tournament Fees

Hours available for tournaments: Friday 5pm – 10pm, Saturday/Sunday 8am – 10pm/1:00pm during softball league
All night tournaments will be calculated on a per hour usage plus additional fee for extra staff.

Softball/Baseball Tournament

1 DAY

2 DAY

3 DAY

Festival Fields

☐

\$750

☐

\$1,500

☐

\$1,750

Includes 4 Fields, Staff, Field prep

Fast Pitch Outfield Fencing

☐

\$30 per field

ALL RENTALS REQUIRE A 20% DEPOSIT

Soccer/Football Tournament

1 DAY: 1-3 Fields

1 DAY: 4-5 Fields

1 DAY: 6-8 fields

Friendship Park

☐

\$600

☐

\$750

☐

\$1,500

Fields and Staff

Field Prep

2 DAY: 1-3 Fields

2 DAY: 4-5 Fields

2 DAY: 6-8 fields

☐

\$1,250

☐

\$1,500

☐

\$3,000

3 DAY: 1-3 Fields

3 DAY: 4-5 Fields

3 DAY: 6-8 fields

☐

\$1,500

☐

\$2,000

☐

\$3,500

1 – 5 FIELD RENTALS REQUIRE A 20% DEPOSIT

6 – 8 FIELD RENTALS REQUIRE A \$500 DEPOSIT

Vendor

☐

\$100 Per Vendor

Friendship Park – 12325 W. McDowell Road

6 – Multi-use fields with lights

2 – Multi-use fields without lights

Festival Fields – 101 E. Lower Buckeye Road

4 – Softball fields with lights

TOURNAMENT DETAILS

Tournament Director: _____

Organization Name: _____

Contact Email: _____

Contact Phone: _____ Day of Contact Phone: _____

Name of Tournament: _____

Tournament Type (circle one): Adult Softball Girls Fast Pitch Youth Baseball Soccer Flag Football

Date of Tournament: _____ Expected Number of Teams: _____

Festival Tournaments:

Base Distance (circle one): 60 FT 65 FT 70 FT

Temporary Pitching Rubbers (circle one): 35' 40' 43' None

Pitching Circle Yes No

Batter Boxes (circle one): Yes No

Friendship Tournaments:

If field prep is needed, please include a diagram of layout and necessary lines.

Allocation Tournament Policy Agreement

I, _____, hereby
(Print Allocation User Name)

acknowledge that I have received a copy of the City of Avondale's Tournament Policy.

I understand that the City of Avondale can, at its sole discretion, modify, eliminate, revise, or deviate from the allocation and information in this Policy as circumstances or situations warrant.

I also understand that any changes made by the City of Avondale with respect to these Policies, can supersede, modify, or eliminate any of the policies in this packet. I accept responsibility for familiarizing myself with the Allocation Policy and will seek verification or clarification of its terms or guidance where necessary.

I have read and fully understand all the guidelines of the allocation request process and rules.

Furthermore, I understand that I should consult with the Field Coordinator or a representative of the Parks, Recreation and Libraries Department if I have any questions that are not answered in the City of Avondale Allocation Policy.

Allocation Requestor User Signature _____ Date _____